16 March 1979

Classification Review Procedure   CRP 79-22

RESCINDS: RRP 78-30 of 20 June 1978

USE OF CRG REVIEWING AIDS AT NARS

1. The efficient review of CIA documents at Washington National
Records Center (WNRC-Suitland) and at the National Archives and Records
Center (NARS-Washington) will frequently require the availability at those
locations of reviewing aids such as procedures and guidelines, some of
which may be classified. NARS has recently agreed to store such aids at
either or both facilities and to provide safe drawer space for that
purpose. It is envisaged that CRG material to be stored at NARS will
generally be of the type required by NARS to identify documents of interest
to CIA and will not be classified higher than Confidential. If more highly
classified review aids are required, the need will be discussed with
Chief/CRG.

2. A package of reviewing aids (current CRPs, forms 4023A, and the
appropriate stamps) will be collected, logged out and taken by the next
team visiting either facility. Other aids may be hand-carried later, with
approval of Chief/CRG, as the necessity arises.

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3. Reviewers are reminded that all material hand-carried to another
facility must be properly packaged and marked and that the carrier must
have an official courier pass. CRG clerical personnel are familiar with
packaging requirements and will handle this for reviewers. [   ]   STAT
and [   ] are designated as official couriers and have authority to
issue temporary courier passes (standard form 4077). The designated team
leader will be responsible for making these arrangements.

4. Reviewers are also reminded that review aids are to be used only
in the secure work areas of NARS and WNRC and should be returned to our
designated storage area during the CRG team's lunch break. The team
leader will be responsible for the security of these review aids.

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Chief,
Classification Review Group

Rescinded per
c/CRD memo
4-8-81